

Common State Records Series Checklist

RSIN	Records Series Title and Comments	On schedule (with associated notes?)
1.1.002	Audits	
1.1.004	Legislative Appropriation Requests (n/a for legislative agencies)	
1.1.007/.008	Correspondence – Administrative/General	
1.1.013	Calendars, Appointment, and Itinerary Records	
1.1.014	Legal Opinions and Advice	
1.1.020/.021	Public Information Requests Not Exempted/ Exempted	
1.1.023	Organization Charts	
1.1.048	Litigation Files	
1.1.055	Strategic Plans	
1.1.057	Transitory Information	
1.1.058	Meeting Agenda / Minutes	
1.1.059	Meetings, Certified Agendas or Tape Recordings of Closed	
1.1.060	Meeting, Audio or Videotapes of Open	
1.1.064	Agency Performance Measures Documentation	
1.1.066	Reports – Biennial or Annual Agency (Narrative)	
1.1.068	Reports – Reports on Performance Measures	
1.1.070/.071	Agency Rules, Policies, and Procedures – Final / –Working Files	
1.2.005	Records Retention Schedule (SLR 105)	
1.2.010	Records Disposition Logs	
1.3.001	State Publications	
1.3.002	Publication Development Files	
2.1.007	Software Programs	
2.1.008/.009	Hardware Documentation/Technical Documentation	
3.1.001/.002	Applications for Employment – Not Hired / Hired	
3.1.011	Employee Insurance File	
3.1.014	Employment Selection Records	
3.1.018	Grievance Records	
3.1.019	Performance Appraisals	
3.1.023	Position / Job Description	
3.1.026	Criminal History Checks	
3.1.029	Employment Eligibility (INS I-9)	
3.1.031	Employee Benefits – Other than Insurance	
3.2.001	Employee Deduction Authorizations	
3.2.002	Employee Earning Records	
3.2.003	Federal Tax Records (FICA Records)	
3.2.005	W-4 Forms	
3.2.008	Direct Deposit Application/Authorizations	
3.2.009	State Deferred Compensation	
3.2.010	HRIS Reports & Documentation	
3.3.011	Former Employee Verification Records	
3.3.024	Personnel Policies and Procedures	
3.3.031	EEO Reports and Supporting Documentation	
3.4.002	Leave Status Reports	

3.4.004	Overtime Authorizations	
3.4.006	Time Cards & Time Sheets	
3.4.007	Time Off & / or Sick Leave Requests	
4.1.001	Accounts Payable	
4.1.005	Inventory & Other Cost Files	
4.2.005/.007	Purchase / Expenditure Vouchers	
4.4.001/.002	General & Subsidiary Ledgers	
4.4.002	Accounts Receivable / Accounts Payable Ledgers	
4.5.001	Worksheets for Preparing Fiscal Reports	
4.5.002	Internal Fiscal Management Reports	
4.5.003	Annual Financial Report	
4.5.006	Annual Operating Budgets	
4.7.004	Capital Asset Records	
4.7.011	Texas Building and Procurement Commission Statements (TBPC) (revise to Texas Facilities Commission (TFC) Statements when updating the schedule)	
5.1.001	Contracts & Leases	
5.2.008	Equipment History / Service Agreements	
5.2.014	Inventory – Annual Physical	
5.4.007	Hazardous Materials Training Records	
5.4.011	Visitor Control Registers	
5.4.012	Security Access Records	
5.4.013	Disaster Preparedness and Recovery Plan	
5.5.001	Telecommunications Billing Detail (Other than TEX-AN)	
-----	Unique Program Records (records series that do not appear on the RRS because they are unique to your agency)	